



CALIFORNIA AIR RESOURCES BOARD

OPEN EXAMINATION

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

VEHICLE PROGRAM SPECIALIST, AIR RESOURCES BOARD EXAM CODE: 6AR18

HOW TO APPLY

Applications are available and may be filed in person or mailed to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need reasonable accommodation, mark the appropriate box on the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: May 26, 2006

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-agency mail after the final filing date will not be accepted for any reason.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during June/July 2006.

SALARY RANGE: \$6024-\$7321

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as "**Either**" I, II, "**or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

EXPERIENCE: Broad and extensive experience (more than five years) working in the field of air quality or environmental programs, at least one year of which involved automobile technology or emissions, low/zero emission vehicles, smog check, alternative fuels programs, or related fields.
and

EDUCATION: Equivalent to graduation from college with a major in engineering, physical, or environmental science. (Related qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

Under general direction, to act as a Vehicle Program Specialist to the Air Resources Board and its Executive Officer regarding the Vehicle Emissions Control Program; to meet with members of the automobile and oil industries as well as various governmental agencies; to represent the Air Resources Board on vehicle-related matters; and to do other related work.

Positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. Knowledge of:

1. State, Federal, and local vehicle emissions standards and requirements.
2. Methods and procedures of measuring and controlling automobile emissions.
3. Potential use of alternatives to internal combustion engines.
4. Low/Zero emission vehicles, smog check, alternative fuels, alternative emissions control systems, and retrofit devices.
5. Legislative processes.
6. Methods of preparing and presenting legislative proposals to the Board and stakeholders.
7. Air quality laws and regulations.
8. Legislative procedures.

B. Ability of:

1. Evaluate vehicle emissions and economic data and prepare policy recommendations.
2. Assess feasibility of proposed emissions standards in relation to potential new engine designs.
3. Review marketability.
4. Assess potential of various emissions control systems.
5. Establish effective working relationships with those contacted within the course of work.
6. Communicate effectively.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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7. Analyze situations and take effective action.
8. Write reports and present data to interested groups.
9. Represent the Board on vehicle-related matters.
10. Work with Legislature and its staff.
11. Work cooperatively with others.

VETERANS PREFERENCE CREDITS are granted and will be added to the final score of successful competitors who have requested these points.

CAREER CREDITS are not granted in open examinations.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways to reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov."

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Rebecca Navarrete at (916) 324-7196** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Analyst, **Rebecca Navarrete at (916) 324-7196** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board offices (SPB), local offices of the Employment Development Department, the Air Resources Board and at **SPB's web site at <http://www.spb.ca.gov>**.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board (ARB) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified. To find out more about the ARB, connect to our **web site at <http://www.arb.ca.gov>**.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotion Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

To obtain this document in an alternative format or if you have special accommodation needs, please contact the Air Resources Board ADA Coordinator at (916) 323-4916. For specific examination questions contact the Exam Analyst at (916) 324-7196
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.